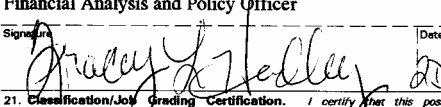



| <b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>  |  |   |  |  |  |   | 1. Agency Position No.<br><b>13064</b> |                            |  |          |  |      |  |
|--|--|---|--|--|--|---|--|----------------------------|--|----------|--|------|--|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Reestablishment <input type="checkbox"/> Other<br><small>Explanation (Show any positions replaced)</small>  |  | 3. Service<br><input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field  |  | 4. Employing Office Location<br><b>Orlando, FL</b>   |  | 5. Duty Station<br><b>Orlando, FL</b>   |  | 6. OPM Certification No.   |  |          |  |      |  |
|  |  | 7. Fair Labor Standards Act<br><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt<br><br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted <i>(Specify in Remarks)</i><br><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests  |  | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |  | 13. Competitive Level Code |  |          |  |      |  |
|  |  |   |  | 11. Position is:<br><input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither   |  | 12. Sensitivity<br><input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive<br><input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive |  |                            |  |          |  |      |  |
|  |  |   |  | 14. Agency Use   |  |   |  |                            |  |          |  |      |  |
| 15. Classified/Graded by   |  | Official Title of Position  |  | Pay Plan   |  | Occupational Code   |  | Grade                      |  |          |  |      |  |
| a. U.S. Office of Personnel Management   |  |   |  |  |  |   |  |                            |  |          |  |      |  |
| b. Department, Agency or Establishment   |  |   |  |  |  |   |  |                            |  |          |  |      |  |
| c. Second Level Review   |  | <b>Student Trainee (Program Analysis)</b>   |  | <b>GS</b>  |  | <b>0399</b>   |  | <b>11</b>                  |  |          |  |      |  |
| d. First Level Review  |  |   |  |  |  |   |  |                            |  |          |  |      |  |
| e. Recommended by Supervisor or Initiating Office  |  |   |  |  |  |   |  |                            |  |          |  |      |  |
| 16. Organizational Title of Position <i>(if different from official title)</i>   |  |   |  | 17. Name of Employee <i>(if vacant, specify)</i>   |  |   |  |                            |  |          |  |      |  |
| 18. Department, Agency, or Establishment<br><b>Department of the Army</b>  |  |   |  | c. Third Subdivision<br><b>Finance Directorate</b>   |  |   |  |                            |  |          |  |      |  |
| a. First Subdivision<br><b>ASA (ALT)</b>   |  |   |  | d. Fourth Subdivision<br><b>Finance - Matrix Division</b>  |  |   |  |                            |  |          |  |      |  |
| b. Second Subdivision<br><b>PEO STRI</b>   |  |   |  | e. Fifth Subdivision   |  |   |  |                            |  |          |  |      |  |
| 19. Employee review - This is an accurate description of the major duties and responsibilities of my position.   |  |   |  | Signature of Employee <i>(optional)</i>  |  |   |  |                            |  |          |  |      |  |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the                     |  |   |  | knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |  |   |  |                            |  |          |  |      |  |
| a. Typed Name and Title of Immediate Supervisor<br><b>TRACEY L. HADLEY</b><br><b>Financial Analysis and Policy Officer</b>   |  |   |  | b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i><br><b>LORRAINE B. HOTZ</b><br><b>Finance Director</b>  |  |   |  |                            |  |          |  |      |  |
| Signature  Date <b>2003/12/31/03</b>  |  |   |  | Signature  Date <b>12/31/03</b>  |  |   |  |                            |  |          |  |      |  |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. |  |   |  | 22. Position Classification Standards used in Classifying/Grading Position<br><b>USOPM PCS for Mgmt &amp; Program Analysis Series, GS-343, Aug90; GS-0099 General Student Trainee Series Definition; USOPM INTRO TO POS Class Sect III, Titling Practices</b>  |  |   |  |                            |  |          |  |      |  |
| Typed Name and Title of Official Taking Action   |  |   |  | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |  |   |  |                            |  |          |  |      |  |
| Signature  |  |   |  | Date   |  |   |  |                            |  |          |  |      |  |
| 23. Position Review  |  | Initials  |  | Date   |  | Initials  |  | Date                       |  | Initials |  | Date |  |
| a. Employee <i>(optional)</i>  |  |   |  |  |  |   |  |                            |  |          |  |      |  |
| b. Supervisor  |  |   |  |  |  |   |  |                            |  |          |  |      |  |
| c. Classifier  |  |   |  |  |  |   |  |                            |  |          |  |      |  |
| 24. Remarks  |  |   |  |  |  |   |  |                            |  |          |  |      |  |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i>   |  |   |  |  |  |   |  |                            |  |          |  |      |  |

Previous Edition Usable

OF 8 (Rev. 1-95)  
U.S. Office of Personnel Management

Student Trainee (Program Analysis), GS-0399-11

## MAJOR DUTIES

1. Serves as a graduate level Student Career Experience Program (SCEP) trainee performing a variety of assignments within the Program Analysis field involving different and unrelated situations, processes and methods. Completes on-the-job- training, and/or self development as set forth in the incumbents Individual Development Plan and Training Agreement. Works independently or as a team member performing assignments of average difficulty and responsibility progressing to the more difficult which require and enhance knowledge and experience in the principles, concepts, practices, and techniques utilized in career program area.

100 %

Performs other duties as assigned.

### FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL 1-7 - 1250 POINTS

Knowledge of the practices, methods and techniques of Budget/Program Analysis to independently, or as a team member, perform assignments that provide training and experience while contributing to the substantive work of the organization.

Knowledge of qualitative and quantitative analysis techniques. Methods and techniques used are conventional and apply to most situations encountered.

### FACTOR 2. SUPERVISORY CONTROLS - FL 2-4 - 450 POINTS

Supervisor or higher graded analyst outlines work objectives, policies, and procedures, priorities, and is available for assistance when new or unusual problems or situations arise. The incumbent exercises own judgment in selecting and applying established guidelines, applying principles, methods, and techniques, planning and carrying out assignments. Work is reviewed for soundness of recommendations, compliance with requirements, attainment of objectives, and appropriateness of techniques and methods used.

### FACTOR. 3 GUIDELINES - FL 3-3 - 275 POINTS

Guidelines such as handbooks, regulations, manuals, and precedents are available, but do not always apply to the specific details of the work. Employee must use judgment in interpreting and applying available guidelines to specific cases. Employee is required to analyze the subject and make recommendations for change when required.

### FACTOR 4. COMPLEXITY - FL 4-4 - 225 POINTS

The work involves the use of different and unrelated processes and methods. Decisions of what needs to be done depend upon analysis of the subject, phase or issue involved in each assignment, and the course of action may have to be selected from many alternatives.

**FACTOR 5. SCOPE AND EFFECT - FL 5-3 - 150 POINTS**

The work involves a variety of conventional problems, questions, or situations, which must be addressed and resolved through unrelated, but established processes. Reports and recommendations affect the operation and management of systems or programs studied.

**FACTOR 6/7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS - FL 2B - 75 POINTS**

Contacts are with employees and managers within and outside the Command. Occasional contact with private contractors.

Purpose of contacts is to exchange information, plan, coordinate, make recommendations on work studied and/or analyzed and to recommend solutions to problems in areas studied.

**FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS**

Work is primarily sedentary. No significant physical agility or exertion required.

**FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS**

Work is usually performed in an office setting with adequate heating, lighting, and ventilation. No significant risk, discomfort or safety factors.

**TOTAL POINTS – 2470**  
**Point Range 2355-2750**

**FLSA: FLSA Exempt IAW 5 USC & CFR 551.203 (b).**